



Date Posted: 4/28/08 **Closing Date:** 5/16/08
Title: Assistant Registrar
Department: National Registrar **Status:** Exempt

Position Summary:

With wide latitude for independent judgment the Assistant Registrar performs a variety of tasks designed to assist in managing the day to day operations of the Office of the National Registrar. This position will assist in the administration of all student registration and grading activities for all domestic campuses. In addition, this position will assist with course/classroom scheduling and all functions pertaining to the academic progress of students. This position must be able to assist with the automation of current processes.

Job Responsibilities:

- Oversee all aspects of student academic progress to include oversight of degree audits for students.
- Assist with the implementation/maintenance of the Degree Audit system.
- Post degrees and honors, coordinate ordering of diplomas.
- Complete all required reporting pertaining to graduates (National Student Clearinghouse).
- Assist with the administration of all student registration processes.
- Responsible for ensuring data integrity in the Empower database.
- Work closely with National Registrar to improve and automate processes in the Registrar's Office.
- Implement appropriate special projects as assigned.
- Assist in the development and implementation of policies and procedures.
- Work with the National Registrar to update and maintain all written publications including catalog, website, etc.
- Serve on Institute committees as required.
- Perform all other related duties and seasonal projects as assigned.
- The Assistant Registrar reports to the National Registrar.

Salary: Commensurate with experience and qualifications.

Qualifications:

Education:

Bachelor's degree or equivalent, required.

Experience:

Experience with student information database systems and records management applications with previous experience in higher education required.

Skills:

Quality customer service skills and technical skills with knowledge of PC and desktop applications (including Empower or any comparable Student Information System), required. Must be able to assist with the automation of current processes.

Other:

Must have excellent verbal and written communications skills and demonstrated commitment to "student centered" services with ability to effectively communicate with students, faculty, and administration.

Ability to work well with a diverse population and the ability to work as a part of a team.

To apply:

Please submit your resume, cover letter and the names and contact information for three professional references to:

registrar@huc.edu